

April 3, 2006

TO: Multifamily Owners and Agents,

FROM: William Bolton, Director, Los Angeles Multifamily HUB, 9DH

SUBJECT: Revised Management Fee Schedule  
Effective May 1, 2006

The Los Angeles Multifamily Hub has completed an analysis of the allowed Management Fees, in compliance with the requirements of the Management Agent Handbook, 4381.5 Rev.-2. *Attachment 1* is the updated fee schedule for the elderly and family projects, effective *May 1, 2006*.

Add-on fees for projects having special conditions, which require extra time and effort on the part of the management agent, *must be justified, documented and approved* by the Multifamily Project Manager. In addition, the add-ons may not be applied for conditions that are addressing short-term problems or services. *Attachment 2* is a Worksheet you may use to compute your management fees. *Attachment 3* is a worksheet that you may use for your justification of add-on fees.

The maximum cap for management fees is *\$68.00 per unit per month*.

*Please note that this memorandum also includes properties under the jurisdiction of the San Diego Office.*

If you have any questions, please contact your Project Manager.

Attachments